

Administrative Permit: SECOND DWELLING UNIT/ GARAGE

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$1,910	4900
DPLU ENVIRONMENTAL		\$630		2600
DPW ENGINEERING			\$795	
DPW INITIAL STUDY REVIEW				
STORMWATER			\$630	
DEH	SEPTIC/WELL	\$692		
	SEWER			
DPR				
INITIAL DEPOSIT				
\$4,657 (if on septic)				
\$3,965 (if on sewer)				

VIOLATION FEE: \$500

***See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

--- Plot Plan

[126 Acknowledgement of Filing Fees and Deposits](#)

[305 Ownership Disclosure](#)

[320 Evidence of Legal Parcel \(and any deeds\)](#)

[346S Supplemental Application Form](#)

[399F Fire Availability Form](#)

[399S Sewer Availability Form](#)

[399SC School Availability Form](#)

[399W Water Availability Form](#)

[511 Notice of Proposed Administrative Permit](#)

[514 Public Notice Package/Certification](#)

[581 Plan Check Pre-Application Notice](#)

[LUEG-SW Stormwater Intake Form for Development Projects](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

- Plot Plans: **Eight (8) hard copies;**
 - If in Alpine CPG area, **Eight (8) hard copies,**
 - If in the (USDRI) River Way Specific Plan area, **Ten (10) hard copies.**
- 346 Discretionary Permit Application Form: **One (1) hard copy.**
- 511 Notice of Proposed Administrative Permit: **One (1) hard copy.**
- 654 Second Dwelling Unit Agreement: **One (1) hard copy.**
- LUEG-SW Stormwater Intake Form for Development Projects: **Two (2) hard copies.**
- Public Notice package (see DPLU-516 for details)
 - a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
 - b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: DPLU Zoning Forms.

- 515 Public Notice Procedure
- 516 Public Notice Applicant's Guide
- 611 Second Dwelling Unit Handout
- 906 Signature Requirements
- ZC001 Defense and Indemnification Agreement
- ZC013 Determination of Legal Parcel

**This application requires an appointment to submit.
To schedule or cancel appointments please call (858) 694-2262.**

NOTES:

1. **Save each whole Study, Report, Plot Plan, Map, etc., as a single PDF file on CD(s).**
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.**
3. Please provide on the plot plans a tabulation table of the existing single-family residence and the proposed second dwelling unit.
4. Provide elevation drawings (or photos) of the main single-family residence and second dwelling unit from all directions (North, East, West, and South).
5. Provide floor plans of the main single-family residence and second dwelling unit.
6. **Exempt, CEQA Guidelines Section 15301, 15303 or 15305. Collect CEQA Exemption Review fee.**
7. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.